

STATE OF MISSISSIPPI  
BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT  
501 North West Street, Suite 1401 B, Woolfolk Building  
Jackson, Mississippi 39201  
Phone: 601/359-3621

**REQUEST FOR QUALIFICATIONS  
FOR  
COMMISSIONING PROFESSIONAL SERVICES**

1. **GENERAL:** The Department of Finance and Administration, Bureau of Building, Grounds and Real Property Management, will contract for professional commissioning services as described in this Request for Qualifications (RFQ). Contracts for Commissioning Authority Professional will be a standard Commissioning Professional Contract, Percentage Fee, based on project complexity, between the Bureau of Building, Grounds and Real Property Management (Owner), and the Professional firm (Commissioning Authority Professional). No less than three (3), and no more than six (6) Commissioning Professionals will be selected via this RFQ for subsequent appointment by the Bureau of Building to projects initiated between August 1, 2015 and July 31, 2018. While the Bureau of Building will endeavor to allocate all project assignments among all selected Commissioning Professionals, the Bureau of Building makes no guarantee of a specific number or dollar value of assignments. Project assignments will vary greatly in size and complexity. All major facility projects administered by the Bureau of Building will be commissioned. A major facility project is generally defined as all new construction projects over five thousand (5,000) gross square feet and all repair and renovation projects which involve greater than fifty percent (50%) of the facility replacement value. (Mississippi Code 31-11-35) Systems that will be commissioned include HVAC systems, plumbing systems, electrical systems, data/communication systems, life-safety systems, conveying systems, building envelope and other specialty systems depending upon project complexity.
2. **SELECTION PROCESS:** Professional selection will be in accordance with Bureau of Building Professional Selection Policy as identified in BOB Manual Section 400.6.B.

**Evaluation criteria for short list selection for this RFQ shall be as follows (100 point scale):**

- 2.1.a **Past performance:** If a firm has done prior work for Bureau or Using Agency, award up to 10 points depending on past performance.
- 2.1.b **Site Presence:** Geographic location and/or proven track record of maintaining presence on site, award up to 10 points.
- 2.1.c **Project Team:** General qualifications of Commissioning Professional and Consultant firms as well as specific abilities of identified team members, award up to 50 points.
- 2.1.d **Relevant Experience:** Commissioning experience of Project Team with projects of similar type, scale and/or complexity of projects, award up to 20 points.
- 2.1.e **Fresh Perspective:** Project Team has no/low previous work with Bureau/Using Agency but offers news perspective or additional resources, award up to 10 points.

**Evaluation criteria for selection from short-listed firms for this RFQ shall be as follows (100 point scale):**

- 2.2.a **Project Vision:** Commissioning Professional has a clear vision/strategy for project which complements vision of Bureau/Using Agency, award up to 20 points.
- 2.2.b **Relationship Management:** Commissioning Professional balances goals and requirement off multiple governmental entities and user groups, award up to 10 points.
- 2.2.c **Quality Assurance (Design Phase):** Project Team provides clear, useful, timely design reviews and comments, and planning phase documents, award up to 30 points.
- 2.2.d **Quality Assurance (Construction Phase):** Project Team provides construction phase service, which assures proper execution of contract documents, timely identification of issues, and facilitates resolution of same, award up to 40 points.

3. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services for commissioning should submit the following to the Bureau of Building, Grounds and Real Property Management in DUPLICATE, plus an electronic submittal exactly like your hard copy submittals (in color, blue signature, etc.)
  - 3.1 **Letter of interest:** Each submission must be accompanied by an individual letter.
  - 3.2 **Form M54:** Each submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. A blank copy can be found on the Bureau of Building's web site under "BoB Forms for A/E's".  
<http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm> (click link, click "allow", line down on page and click M54)
  - 3.3 **Form M55:** Each submission must be accompanied by a completed and current Form M55, Architect-Engineer Related Services for Commissioning Authority Professional. A blank copy can be found on the Bureau of Building's web site under "BoB Forms for A/E's".  
<http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm> (Click link, click "allow", line down on page and click M55) M55 Item 7 must include entries for key personnel for the following Project assignments:
    - 3.3.1 **KEY PRINCIPAL** - will be totally responsible for the commissioning project.
    - 3.3.2 **PLANNING PHASE** - will be responsible for all commissioning specifications.
    - 3.3.3 **CONSTRUCTION PHASE** - will be responsible for site inspections for project.
  - 3.4 **Statement of Qualifications:** In addition to the M54 and M55 forms, each submission must be accompanied by a statement of qualifications including the following information:
    - 3.4.1 History of the firm;
    - 3.4.2 Evidence that commissioning is a principal enterprise of the firm;
    - 3.4.3 Commissioning expertise and capability, including experience with building envelope commissioning;
    - 3.4.4 Local experience over the last five (5) years on projects of similar size and scope;
    - 3.4.5 Prior commissioning reference contacts with telephone numbers;
    - 3.4.6 Resumes of key (commissioning) management personnel and their positions; and
    - 3.4.7 Professional liability insurance.
4. **PROPRIETARY INFORMATION:** Any page(s) of proposal that proposer considers to contain "trade secrets" or confidential commercial or financial information shall be submitted on different color paper than non-confidential pages and be marked in the upper right hand corner with the word "CONFIDENTIAL". Failure to clearly identify will result in that information being released subject to a public records request.
5. **DELIVERY:** All submissions must be received in the Bureau of Building, Grounds and Real Property Management's Office by 5:00 p.m., on Monday, June 1, 2015. The results of the final selection of Commissioning Professionals should be notified shortly after July 1, 2015, which is the Bureau's Public Procurement Review Board Meeting date. Address all submissions to:

Bureau of Building, Grounds and Real Property Management  
501 North West Street, Suite 1401 B, Woolfolk Building  
Jackson, Mississippi 39201
6. **QUALIFICATIONS:** Professional Engineering and Architectural firms with experience in commissioning are invited to respond to this Request for Qualification. The individual Engineer AND the Engineering Firm must both be registered at the Mississippi Engineering Board. The approved Commissioning Professionals will need to be registered to do business in the State of Mississippi at the

Mississippi Secretary of State's Office before executing a Contract with the State of Mississippi. Testing, Adjusting and Balancing agents (TAB) will be secured by, and report to, the Commissioning Agent. Preferred qualifications include a minimum of five (5) years commissioning experience with all systems including building envelope. Certification by a nationally recognized authority is required, with certifications from AABC Commission Group (ACG), Building Commissioning Association (BCA), and the University of Wisconsin (Department of Engineering Professional Development) being deemed as acceptable. Other certifications will be considered.

Please note that firms selected for Commissioning services (currently for August 1, 2015 – July 31, 2018, and in the future as well) will not be eligible for Prime Professional Services with the Bureau of Building, et al. (Therefore, if your firm has expertise in both types of services – your firm will need to take into consideration which type of services you wish to provide.)

7. **SCOPE OF WORK:** Commissioning is a systematic process of quality assurance for buildings and their systems. The Process will span the entire project from Pre-Design through the one year Warranty period. The intent of commissioning is to result in facilities with increased energy efficiency, improved occupant comfort, shorter project turnover times, less post-occupancy corrective work, improved indoor air quality, greater equipment life, and less changes during the construction process. A scope of services for the Commissioning Agent for a typical project provides some insight to the detailed technical effort required to ensure that the systems are designed, installed, programmed, started, and operated properly. The following list, not all inclusive, of expected services describes the general scope of work:
  - 7.1 Assist in development of Owner's Project Requirement Document
  - 7.2 Assist in development of a Basis of Design Document.
  - 7.3 Develop Draft Commissioning Plan.
  - 7.4 Review Design Development Documents.
  - 7.5 Develop project specific Commissioning Specifications, with review by the design team, for inclusion in the Construction Documents.
  - 7.6 Review final Construction Documents.
  - 7.7 Develop Commissioning Plan.
  - 7.8 Develop System Verification /Installation Checklists.
  - 7.9 Chair an orientation meeting with contractors to explain the Commissioning Plan & Installation Checklists at the second regularly scheduled monthly progress meeting.
  - 7.10 Review applicable product/equipment submittals.
  - 7.11 Develop Functional Performance Documents.
  - 7.12 Monitor Contractor system startup.
  - 7.13 Oversee Testing, Adjusting and Balancing (TAB) effort and review TAB Report.
  - 7.14 Confirm Installation Verification.
  - 7.15 Conduct Functional Performance Tests.
  - 7.16 Track problem issues to resolution.
  - 7.17 Participate in identifying Owner training needs and assist in coordinating training.
  - 7.18 Prepare and submit final Commissioning Report including System Manual to the Owner.
  - 7.19 Perform two (2) off-season Functional Performance Tests within the eleven months immediately following project completion.
  - 7.20 Attend warranty meetings and assist in resolving any issues regarding commissioned systems.
  - 7.21 Chair or attend Commissioning meetings as required and provide Commissioning reports to the Owner and Prime Professional during the project. The Commissioning meetings will coincide with regularly scheduled project meetings and commence at a mutually agreeable time as set by the Commissioning Authority Professional and Construction Administrator.